

**Site Visit Programmatic Questions  
Pregnancy Resource Center of Park Rapids  
October 28, 2015**

**1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?

**Client numbers and programs have been steady and increasing in some programs including material support.**

**2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?

**The current work plan has remained the same. A discussion included possible new programming ideas in the future RFP submission.**

**3. Fiscal Review**

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

**A financial reconciliation has not taken place. This was discussed and what the reconciliation would require. A recent budget revision was submitted and approved for the final months of the 2014-16 grant cycle.**

**4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form.

**The grant close out form was discussed.**

**5. 2014-16 Evaluation** (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.

**The evaluation plan for the center has been submitted and they will evaluate the Center's safe sleep education program. A discussion followed with questions on additional appropriate resources available for their current safe sleep program.**

**6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions  
**New changes were highlighted at the site visit.**

**7. Provide Updates**

- Have you made any changes to your application Face Sheet data?
- Do you want to revise your website posting?

**Several changes were noted on the application Face Sheet. The director will review the website posting for their center and if changes need to be made will email them to the grant manager.**

**8. Issues specific to this grantee**

**None at this time.**

**9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

**A tour of the Center was given. Their center is located near the heart of the city of Park Rapids and is warm, well-organized center.**

**10. How can MDH be more supportive of your program?**

**No suggestions were given.**

**11. Other?**

**The grantee is new to the PA grants beginning in 2012. They have been able to balance the center's staff turnover in directors and now have more stability with their current director who has been with the center for 2 years. They have a beautiful and functional center located in the business district of Park Rapids providing pregnancy and parenting education along with material assistance to women in need. They are the only center in a large rural geographical area to provide this well needed service for women in unplanned pregnancies.**